

STATE PLAN UNDER TITLE XIX OF THE SOCIAL SECURITY ACT

Attachment 1.2-B

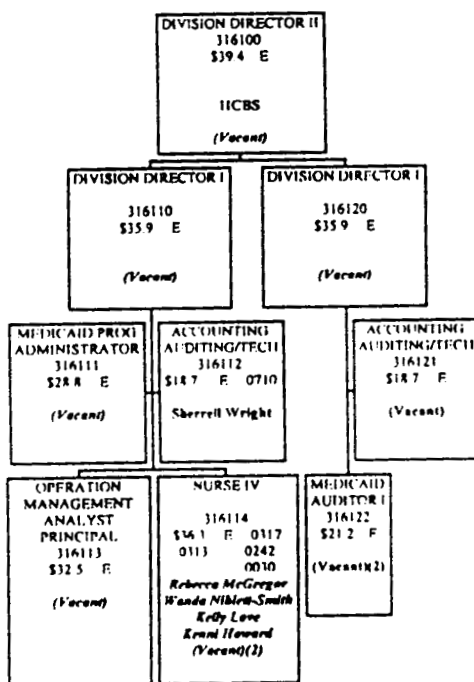
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FY 2000
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TN # 99-17

Supersedes TN # 95-06

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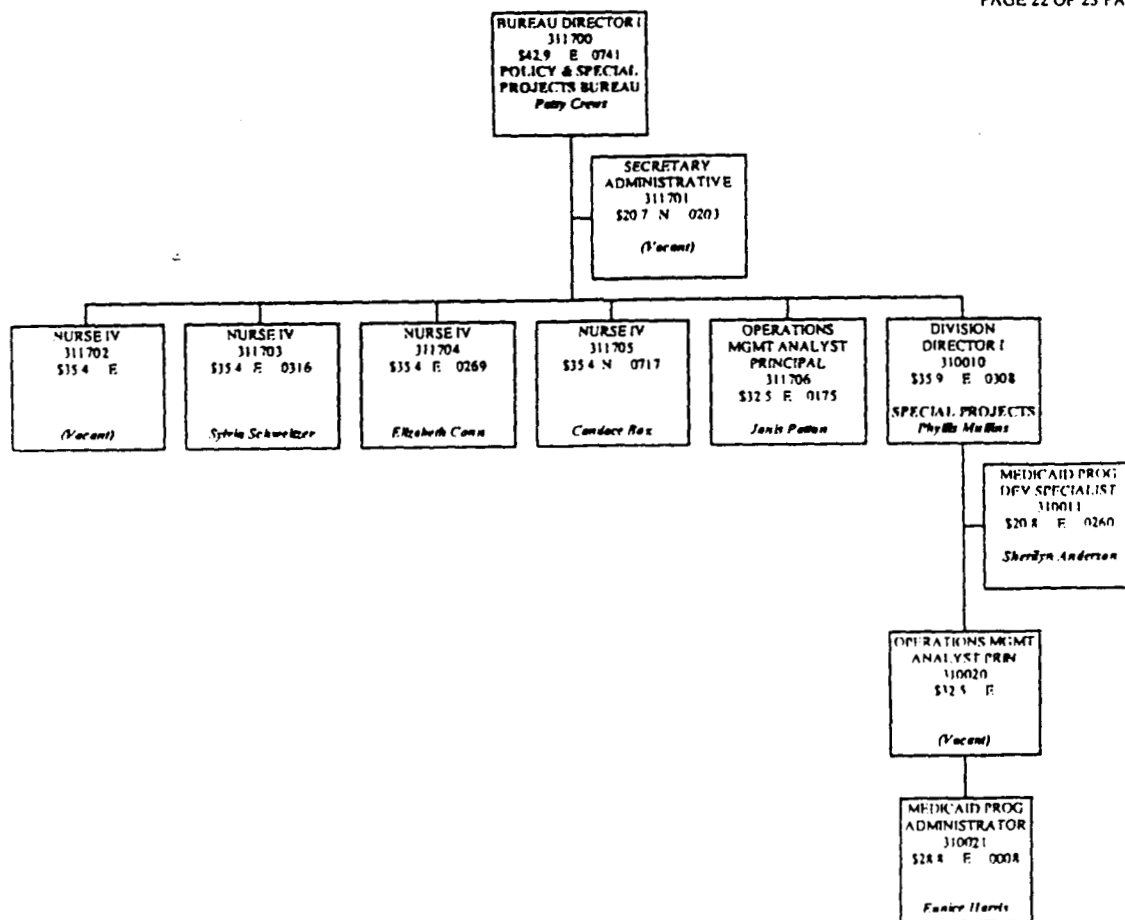
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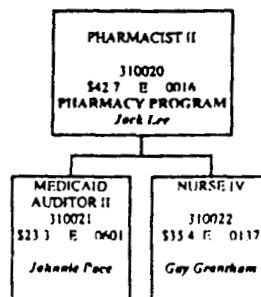
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PROFESSIONAL MEDICAL AND SUPPORTING STAFF

MEDICAL ASSISTANCE UNIT

EXECUTIVE DIVISION

Executive Director (0001) - Serves as full-time director of the Division of Medicaid, Office of the Governor, to administer the Medicaid program, subject to federal and state laws and regulations and policies as approved by the Governor. (50/50)

Administrative Assistant VI (0055) - Provides secretarial support to the Executive Director and supervises other secretarial positions in the Executive Division. Responsible for the State Medicaid Plan, responds to requests for program information, represents the agency at meetings, works with agency legislative liaison and assists with public information/relations jobs. (50/50)

Division Director II (0004) - Produces public information/relations jobs for the agency, works with provider relations staff of the fiscal agent, and addresses inquiries from providers and others regarding the program, claims processing, etc. (50/50)

Secretary Principal (0282) - Provides secretarial support to the staff of the Executive Division and assists with agency mail. (50/50)

Attorney Senior - Responsible to the State Attorney General and assigned by contract to the Division of Medicaid.

Legal Secretary - Provides clerical support for the Legal Division and reports to the Attorney Senior.

Bureau Director I - Directs or coordinates Executive Services; serves as Legislative Liaison for the Division; represents the Division at meetings and conferences; communicates appropriate legislative activity or program matters to appropriate staff and coordinates agency's response.

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PROFESSIONAL MEDICAL AND SUPPORTING STAFF

PHARMACY PROGRAM

Pharmacist II (0016) - Responsible for administration and supervision of the Medicaid drug program which includes securing provider participation agreements, monitoring contracts pertaining to the pharmacy program, updating the formulary and monitoring fiscal agent claims operations for proper allocation of policies, rules and regulations pertaining to the program. (75/25)

Nurse IV (0137) - Responsible for receiving and processing applications for prior approval of drugs or prescription service limits, processing applications for provider participation agreements, and monitoring fiscal agent claims operations for proper allocation of policies, rules and regulations pertaining to the program. (75/25)

Medicaid Auditor II (0601) - Responsible for receiving and processing applications for prior approval of drugs, processing applications for provider participation agreements, and maintenance of all records pertaining to the Pharmacy Program. (50/50)

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PROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF THIRD PARTY RECOVERY

Bureau Director I (0003) - Responsible for the direction and supervision of the Bureau of Third Party Recovery which includes Third Party Liability (TPL) Health and Casualty Recovery, Estate Recovery, and Medical Provider Audit Program activity as required in the Code of Federal Regulations. (50/50)

Operations Management Analyst Principal (0277) - Assists the Bureau Director I in the management and operation of all functional requirements of the Bureau of Third Party Recovery. (50/50)

Medicaid Program Administrator (0051, 0006) - Responsible for the direct front-line supervision and operation of the TPL Health and Casualty Recovery, Estate Recovery, and Medical Provider Audit Program operation. (50/50)

Medicaid Investigator II (0147, 0239, 0742) - Responsible for the direct front-line supervision of the Medicaid Management Information System (MMIS) TPL File maintenance and the TPL Bookkeeping, and the operation of the Estate Recovery Program activities. (50/50)

Accountant/Auditor III (0361) - Responsible for the lead position in conducting and reporting investigation of the accounts receivable records of medical providers participating in the Medicaid program. (50/50)

Accountant/Auditor II (0299) - Responsible for conducting and reporting investigation of the accounts receivable records of medical providers participating in the Medicaid program. (50/50)

Medicaid Investigator I (0017, 0048, 0049, 0052, 0065, 0130, 0158, 0183, 0184, 0185) - Responsible for conducting review and investigation of medical cases involving TPL recoveries as required by laws and regulations. (50/50)

Medicaid Auditor II (0031, 0125, 0162, 0656, 0659, 0712) - Responsible for the maintenance and control of the TPL bookkeeping system and the TPL computer files. (50/50)

Medicaid Auditor I (0038, 0069, 0156, 0362) - Responsible for data entry process and maintenance of the MMIS TPL filing system, for clerical support to the Bureau of Third Party Recovery. (50/50)

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PROFESSIONAL MEDICAL AND SUPPORTING STAFFMANAGED CARE BUREAU

Bureau Director II (0091) - Responsible for planning, implementing, managing, and administering Medicaid managed care program. (50/50)

Accounting Audit Technician (0034) - Responsible for providing support to the Bureau Director and Bureau staff, compiles routine statistical reports, assists staff with special projects, refers incoming telephone calls to appropriate staff, and provides clerical support for the Bureau. (50/50)

Program Administrator - HealthMACS (0720) - Responsible for planning, managing, and administering the primary care case management program, serves as liaison between the fiscal agent and the HealthMACS program, monitors activities of marketing and enrollment contractor. (50/50)

Program Administrator - Beneficiary Relations (0258) - Responsible for planning, managing, and administering beneficiary services for managed care program and for serving as the Medicaid Management Information Retrieval Systems contact for the Bureau, monitors activities of marketing and enrollment contractor. (50/50)

Special Projects Officer IV - HMO (0281) - Responsible for planning, managing, and administering the health maintenance organization managed care program, serves as liaison between the fiscal agent and the HMO program, monitors activities of marketing and enrollment contractor. (50/50)

Nurse IV (0693) - Responsible for reviewing medical records and conducting reviews in offices of managed care providers, reviews requests for exclusion from HealthMACS, assists program staff with utilization, quality assurance and educational activities. (75/25)

Medicaid Investigator - HealthMACS (0746, 0022, 0758) - Responsible for monitoring HealthMACS program by using system generated reports and other information, make recommendations regarding policy issues, provide training and technical assistance to providers. (50/50)

Medicaid Investigator - Beneficiary Relations (0745, 0246, 0286) - Responsible for monitoring beneficiary use of managed care services, makes program recommendations based on knowledge of beneficiary issues, provides training to community groups that provide services to Medicaid beneficiaries, and provide education to beneficiaries in groups and individually. (50/50)

Medicaid Investigator - HMO (0085, 0287, 0288) - Responsible for serving as liaison between HMOs and Division of Medicaid and others, such as providers and beneficiaries, monitors HMO activities. (50/50)

PROFESSIONAL MEDICAL AND SUPPORTING STAFF

QUALITY MANAGEMENT BUREAU

Bureau Director I (0697) - Responsible for formulating, directing, and controlling the operations of the Quality Management Bureau. Responsible for the establishment of objectives, standards, and control measures within the context of broad, general guidelines for programs. (50/50)

Division Director I (0045) - Responsible for all components of the Surveillance and Utilization Review Division. Responsible for the utilization of appropriate data bases to monitor and evaluate the utilization of Medicaid services by all providers. (50/50)

Secretary/Principal (0730) - Responsible for clerical support to Quality Management. (50/50)

Projects Officer III, Special (0465) - Responsible to provide analytical and data management support to the Bureau of Quality Management. Responsible for data queries as directed. (50/50)

Nurse IV (0170) (0464) - Responsible for developing, implementing, and evaluating quality management, utilization, and medical care delivery programs utilizing existing data management systems. (75/25)

Operations Management Analyst/Principal (0322), 0378) - Responsible for coordinating the Medicaid policy and procedure section of Quality Management. Responsible to develop parameters for quality analysis of existing and proposed Medicaid programs. (50/50)

Health Program Specialist/ Senior (0254) - Responsible for assisting in the design and formulation of data queries. (50/50)

DP-Technical Specialist (0703) - Responsible for public access to Medicaid information, and the extraction of required data from existing data storage systems. Responsible for internal data queries. (50/50)

Medicaid Auditor II (0366) - Provides data collection and formulates reports of claims analysis. Maintains accurate records for future action.(50/50)

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PROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF POLICY AND SPECIAL PROJECTS

Bureau Director I (0741) - Responsible for formulating, directing, and controlling the operations of the Policy Division and the Special Projects Division in accordance with Agency policy and regulations. (50/50)

Secretary Administrative (0203) - Responsible for providing clerical and secretarial type support (includes data retrieval and analysis) to the Bureau Director I and other staff within the Bureau of Policy and Special Projects as well as to assisting other staff, as required, with the Bureau of Health Services. (50/50)

POLICY DIVISION

Nurse IV(0269, 0316, 0717, 0376) - Responsible for supporting the Policy Division activity which includes identifying, researching, developing, writing, and distributing medical policy for Medicaid Programs, coordinating the medical necessity and reimbursement issues for transplant cases, coordinating the medical necessity and reimbursement for other type cases, and participating in special projects, committees, or work groups. (75/25)

Operations Management Analyst Principal (0175) - Responsible for assisting in planning, researching, implementing, and coordinating Medicaid policy issues in order to fulfill Federal and State mandates as they relate to the Mississippi Medicaid Program, reviewing agency's transplant claims, maintaining a reference library, maintaining the Provider Licensure Closure report, maintaining CSR records for the Policy Division, and coordinating requests for information through the Public Information Act. (50/50)

SPECIAL PROJECTS DIVISION

Division Director I (0308) - Responsible for planning, implementing, and administering all functions related to the procurement of health services contracts and dissemination of Medicaid Policy. (50/50)

Operation Management Analyst (0380) - Responsible for coordinating projects that relate to the development of requests for proposals and/or implementation and evaluated the impact of the project on delivery of health care services within the Medicaid Program. (50/50)

Medicaid Program Administrator (0008) - Responsible for coordinating the publication of Medicaid policy and procedures for the Division of Medicaid and assist in the development of duties assigned to the Special Projects Division. (50/50)

Medicaid Program Development Specialist (0260) - Responsible for ensuring compliance of the Civil Rights Act/Rehabilitation Act with federal/state regulations and provide assistance to the Division Director. (50/50)

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PROFESSIONAL MEDICAL AND SUPPORTING STAFFBUREAU OF MATERNAL AND CHILD HEALTH

Bureau Director I (0690) - Responsible for directing the strategic planning, development, management, analysis and research for MCH and Transportation services for the Medicaid program. Responsible for contractual agreements with providers, consultants and interagency agreements with other child serving agencies in the state. Supervises MCH staff in planning and implementation of the EPSDT, VFC, DCLH, School/EPSDT, PHRM, School Health Services, VFC, Home Health, Durable Medical Equipment, Hearing and Vision and Transportation programs. Represents DOM at the state level on task forces requiring MCH expertise. (50/50)

Division Director II (0241) - Assists the Bureau Director in the operation of the EPSDT preventive services program including contractual agreements with EPSDT providers, DCLH, VFC, and PHRM. Assures provider compliance. Directly monitors PHRM. (50/50)

Division Director I (0248) - Assists the Bureau Director in the operation of the Transportation program. Assures provider compliance. (50/50)

Division Director I (see 0279) - Assists the Bureau Director in the Operation of the EPSDT Expanded (includes standard benefits, drugs, therapies) and Health Related Services (reviews for medical necessity), Home Health, and Durable Medical Equipment. Participates in the development of policies and regulations governing the delivery of the above services via a prior approval process. Assures provider compliance. Coordinates all pre-screening functions for expanded services programs (Home Health, DME, Medical Services, Schools). Establishes criteria, coordinates all audits, TA and follow-up. (50/50)

Nurse IV (0268, 0314, 0270, 0759, 0007) - Responsible for monitoring the operations of EPSDT preventive services (screening), PHRM, Ambulance/Transportation, DCLH, and VFC., and prior authorizations for expanded services. Includes all auditing, on-site inspections, technical assistance, and provider recruitment functions. (75/25)

Medicaid Program Administrator (0259) - Responsible for monitoring the operations of the EPSDT Health Related Programs in the Schools. Liaison between Department of Education, Local School Districts and DOM. (50/50)

Medicaid Program Development Specialist (0020) - Responsible for monitoring expanded services-Mental Health-Psychological Services Program. Pre-screens all requests for prior authorized services. (50/50)

Medicaid Investigator (0146) - Responsible for monitoring the operations of the Expanded Services for Eyeglasses and Hearing Aids. (50/50)

Medicaid Investigator (0708) - Responsible for coordinating Provider Enrollment for all EPSDT Preventive and Expanded Service providers including VFC. (50/50)